

BLM OLE.7#6: Chairperson's Agenda

Name of Chairperson _____ Date _____

Call to Order

I call this meeting to order. The time is: _____

Review of Previous Minutes

I would like to ask the previous secretary, _____, to read the minutes from the last meeting.

Are there any errors or omissions?

Would someone move the minutes be adopted as read/corrected? Is there a seconder?

All in favour raise their right hand. Carried.

Agenda Items

I now call on _____ (Call the speakers in the order they are listed on the agenda.)

- Wacky Animal Fact _____
- Speech Introduction _____
- Speaker _____
- Speech Evaluator _____
- Internet Pick _____
- News Report _____
- Career Telephone Interview _____
- Riddle _____
- Demonstration Speech _____
- Commercial _____
- Impromptu Speech _____
- Survey: Previous _____
- New _____
- Birthday of the Day _____
- Book Talk _____
- Movie Critique _____
- Poetry _____
- Jokes _____

Adjournment

This concludes our meeting.

Would someone move the meeting be adjourned? Is there a seconder?

I declare this meeting adjourned.

The date of our next meeting is _____.